

J. V. FLETCHER LIBRARY BOARD OF TRUSTEES MINUTES

MEETING DATE: November 1, 2004

PRESENT:

ABSENT:

- √ Kelly, Sandra, Chair
- √ Price, Robert, Treasurer
- √ Wrobel, Jack, Secretary
- ☐ Daniels, David
- ☐ Adams, Elizabeth
- √ Fleckner, Marianne
- √ Rainville, Ellen Director
- √ Nolen, India Asst. Director

- ☐ Kelly, Sandra, Chair
- ☐ Price, Robert, Treasurer
- ☐ Wrobel, Jack, Secretary
- √ Daniels, David
- √ Adams, Elizabeth
- ☐ Fleckner, Marianne
- ☐ Rainville, Ellen Director
- ☐ Nolen, India Asst. Director

I. CALL TO ORDER: 7:35 PM

II. SIGNING OF WARRANTS:

<i>Trust Fund</i>	<i>Expenditures</i>	<i>Deposits</i>
Library Trustee Acct., #672	\$65.00 for staff brunch	
All Purpose Trust Fund, #673		
Library Book Fund, #674	\$431.21 for children's books	
Lecture Trust Fund, #675		
J. V. Fletcher Library Trust Acct., #676		\$22.41 Xcel dividend
E.D.R. Cont. Educ. Trust Fund, #677	\$25.00 for MLA	

III. MINUTES:

- A. Approved:** 10/12/04
- B. Amended:** 10/4/04
- C. Disapproved:** ____

IV. APPROVAL OF TREASURER'S QUARTERLY REPORT:

The Treasurer's Quarterly Report showed a total of \$320,766.46, of which \$152,074.19 is expendable and \$168,692.27 is non-expendable. The report was unanimously approved on a motion by J. Wrobel and second by S. Kelly.

V. REPORT OF THE DIRECTOR:

- a) The Bookmobile failed its safety inspection and will need a new kingpin.
- b) Another heat pump froze and the Library may need to replace the compressor.
- c) This month the major water pipe feed was re-plumbed in the Boiler Room and the butterfly valve actuator replaced for a cost of almost \$4,000.
- d) Technology repairs are being referred to the Westford Technology Department.
- e) We are checking out about a half dozen foreign language titles per day.
- f) The Library received \$2,375 to date in memory of Veronica Whitehouse.

VI. REPORT OF COMMITTEES:

- a) Finance – The request to transfer the Xcel stock was mailed.
- b) Policy
 - Volunteer Policy – First Reading: the revised policy adds a requirement for a Criminal Offender Record Information (CORI) check for volunteers working with children prior to volunteers starting work in the Library. The Trustees lamented the need for such action.

VII. COMMUNICATIONS:

The Board of Selectmen would like the option of staying past the Library's standard for late meetings of 11:00pm. A draft letter restating the policy was discussed but was not sent pending discussions between the Director and the Town Manager on how the Library might be able to assist the Selectmen if late meetings are projected. This action was moved by R. Price, J. Wrobel seconded, and approved unanimously

VIII. UNFINISHED BUSINESS:

- a) Capital – Nashoba Valley Technical High School students will be completing the electrical wiring project now that school has started.
- b) Several options were discussed as a memorial for Veronica Whitehouse. The decision to create a "silent" study area on the mezzanine was moved by R. Price, seconded by M. Fleckner and unanimously approved. The area will contain a plaque stating "Constructed in memory of and named in honor of Veronica Whitehouse".

IX. NEW BUSINESS:

- a) S. Kelly moved, R. Price seconded and approved unanimously to pay for paper goods at the upcoming Staff Holiday party.
- b) The Trustees discussed developing a brochure addressing how to donate to the Library vis-à-vis the Friends of the Library. The same information will be added to the Trustee web site.
- c) With the upcoming kickoff for the Long-Range Planning, lessons from earlier planning sessions were discussed.

X. ANNOUNCEMENTS:

R. Price reported on that the Friends of the Library received approximately \$4,800 from the last book sale.

XI. ADJOURNMENT: Motion to adjourn was made by M. Fleckner, seconded by R. Price and unanimously approved at 8:50pm.